

DELEGATION REQUEST FORM

Please reference attached information available on the City's website

DELEGATES CONTACT INFORMATION:

Name of Person(s) to appear before Council: _____

Representing (Name of Organization): _____

Address (City / Province / Postal Code): _____

Daytime Phone: _____ Email: _____

DELEGATION DETAILS:

Date the Delegation wishes to present to Council: _____

Is the Matter Confidential* YES / NO

*The Corporate Officer determines whether the Delegation need to attend at an In Camera Meeting.

How will you be attending: In person _____ Via Zoom/Teams _____ Conference Call _____

Will you have handouts or use a digital presentation (e.g. PowerPoint)? YES / NO

TOPIC OF DISCUSSION (Be specific - provide details and relevant attachments):

(Attach a separate page to this form if necessary or write overleaf):

DESIRED RESOLUTION FROM COUNCIL (Council should be very clear about requests made e.g. Are you seeking a Letter of Support, is this a funding request or perhaps approval of a new proposal etc.):

(Attach a separate page to this form if necessary or write overleaf):

ADMINISTRATION PROCEDURES THAT MUST BE FOLLOWED:

REQUESTS: Requests to appear before Council and any supporting documentation must be submitted to the Corporate Officer (agenda@dawsoncreek.ca) by 12 noon the Monday prior to the Council meeting. If the Monday happens to be a Statutory Holiday – this form and supporting documentation must be submitted by 12 noon on the Friday preceding the holiday.

SUBMISSIONS: Please supply supporting documentation (presentations, PowerPoints, handouts, etc.) regarding the matter to be placed before Council to agenda@dawsoncreek.ca, fax to 250.782.3203 or drop off at the Administration Department at City Hall **by 12 noon the Monday prior to the Council meeting.** If the Monday happens to be a Statutory Holiday, the supporting documentation must be submitted by 12 noon on the Friday preceding the holiday.

ATTENDANCE: Regular Council Meetings start at 9:00 am and Delegations must be in attendance by 8:45 am. Maximum presentation time is 10 minutes unless otherwise approved. Council Q&A may follow.

VIDEO RECORDINGS: All Council meetings open to the public are video recorded and broadcast via the internet. Photos may be taken of you and your delegation and, by requesting to appear as a delegation, you and your group hereby consent to have your image(s) used by the City of Dawson Creek in all media, including, but not limited to, advertising, display, Internet, publications and television.

FOR OFFICE USE ONLY:

APPROVED / DENIED:

BY:

DATE:

MEETING DATE AND TYPE:

DATE APPLICANT WAS INFORMED VIA EMAIL

PRESENTATION RECEIVED? YES NO N/A

